

**VEAZIE SEWER DISTRICT
Regular Meeting Minutes
April 15, 2013 – 6:30 P.M.**

Attended by: Chair Rob Tomilson, Treasurer Jim Parker, Plant staff Harvey King, Dana McLaughlin and members of the public.

- 1) Call Meeting to Order – Rob called the meeting to order at 6:31 p.m.
- 2) Consider March meeting minutes - accepted as recorded.
- 3) Review agenda - accepted as written. Rob wants to add the new billing.
- 4) Public comments – None
- 5) Warrants - Reviewed and signed by trustees present.
- 6) Operations Report- Dana reports plant is operating within its permit and has additionally cut its suspended solids discharge in half. That was accomplished by cleaning out several valve structures in the treatment system. The camera has some faulty wiring. Had some problems with the door rollers at Buck Hill. They were recalled so we received new ones free of charge. We have three quotes for replacement of baffles with a recommendation from Harvey. The dye testing last week revealed that it's possible that the through time for pond three is as little as an hour. We may have to relocate the aerator. We have been doing CBOD testing lately and we are finding that our results are off slightly from Northeast Labs and we think it is because of the nitrogen inhibitor dispenser that we are using. We have ordered a new one. If the new dispenser helps, we may bring the BOD's in house. Dana has contacted Travis about updated our map. He said anywhere from \$500 to \$1000. Jim Parker requested a written quote. Evergreen is now picking up upon request instead of monthly. The radio tower has had 2 more issues since it was moved. Jim Parker proposed that maybe the antenna should go higher.
- 7) Charter Changes Update – Jim Parker reported that the changes have come out of legislative committee with unanimous acceptance. It is expected that full legislative approval will not be a problem.
- 8) Treasurer's Report – District has consolidated four checking accounts into one. That account has a total of \$49,800 cash on hand. Upon the creation of the minutes the total of accounts payable was zero. We also have a total of approximately \$88,800 in accounts receivable from outstanding sewer bills. There is a \$105,000 bond payment due in October. There is a \$40,000 liability in accrued sick and vacation time. Additionally there is a Morgan Stanley account with a balance of \$85,769.24 that needs to be investigated. Must be verified before we can turn it over.

Rob asked about a number of billing errors that occurred with the new billing software. Charlie said that all of the errors brought to their attention have been corrected. A number of issues contributed to those problems including the Water District changing its account numbers and some limited software programming needed to be done.

Rob recommended that a review of delinquent accounts be prepared for the next trustee meeting.

- 9) Assessment to the Town – Jim Parker suggested that if the town could pay the Veazie Sewer District Assessment early (before last week of September), the Veazie Sewer District would use the funds saved to reduce the future town assessment by about \$35,000. Motion passed that if we can get payment before September 15th, 2013, then we reduce the assessment from \$150000 to \$110000.
- 10) Purchasing/Reserve Account Policy – The edited copy was signed by the attending trustees.
- 11) Executive Session Pursuant to 1 M.R.S. & 405(6)(A) – 7:01PM to 7:11PM
- 12) Staffing – Motion passed to put Jim Parker in the position to assist in hiring the new assistant operator. Trustees agreed to reduced Woodard and Curran on site presence and send a notice to Tanya Hovell of DEP.
- 13) Memorandum of Understanding – Mark Leonard is going to get a form from MMA
- 14) SCADA Programming – Dissolved Oxygen. Attending Trustees agreed to move forward with a bid submitted by Mike Eber of \$1200 to \$1500.
- 15) Baffle Replacement – Consensus was to replace one baffle when weather permits and consider replacement of second baffle as the budget allows.
- 16) Illicit Connection Letters – Decision to inspect and if repairs have not been made, give approximately one week before sending a formal notice from attorney.
- 17) Draft Budget Review – Trustees move to postpone budget approval until the next trustee meeting in order to give review time.
- 18) Report to Town – Trustees approved report and recommended forwarding it to the Town Manager.
- 19) Quote for Plowing and Mowing – Quote obtained from Barney Silver but is to be used only as backup in event of insufficient manpower at the plant. Jim Parker suggested reduced mowing schedule for ROW.
- 20) Other Business – None
- 21) Adjourn – 7:38PM